

# DEPARTMENT OF CHARITABLE GAMING

## BINGO SESSION RECONCILIATION SUMMARY

Organization: Virginia Charity GroupSession Date: July 1, 2004

The Bingo Manager must complete and sign form within 48 hours of game.  
I certify this form is complete and accurate to the best of my knowledge.

Date Signed \_\_\_\_\_

Printed Name \_\_\_\_\_

Bingo Manager

Signature \_\_\_\_\_

Bingo Manager

1. TOTAL ATTENDANCE THIS SESSION 1712. BEGINNING CASH ON HAND (change fund) \$500.00**RECEIPTS: (Gross Receipts include all Discounts and Coupons)**

3. Bingo Game Paper Sales:

a. Bingo Admission Sales (Form104-A) \$4,600.00b. Bingo Floor Sales (Form104-B) \$390.00c. Decision Bingo Sales (Form104-C) \$3,104.25d. Total Paper Sales (Add lines 3.a. through 3.c.) \$8,094.254. Electronic Bingo Devices (Attach computer printouts) \$0.005. Instant Bingo/Seal Card Sales (Form 105) \$2,459.006. Treasure Chest/Raffle Sales (Form 104-D) \$205.007. Miscellaneous Sales (daubers, wands, cushions) \$10.008. Total Gross Receipts for Session (Add lines 3.d. + 4 + 5 + 6 + 7) \$10,768.259. Less Discounts Given \$0.0010. Total Adjusted Receipts for Session (Line 8 minus Line 9) \$10,768.2511. Add Prizes Paid by Check \$0.0012. Total Funds to Account For (Add lines 2 + 10 + 11) \$11,268.25

Information Entries:	Admission Sales	Floor Sales	Electronic Sales	Total Sales
Winner-Take-All	\$360.00	\$390.00	\$0.00	\$750.00
Lucky Seven	\$200.00	\$0.00		\$200.00

**SAMPLE USE ONLY**

**BINGO SESSION RECONCILIATION SUMMARY (Concluded)****DISBURSEMENTS: (Do not include any merchandise awarded as prizes)**

13. Bingo Game Prizes: <i>(Cash and checks)</i>		
a. Regular, Special, Jackpot Bingo Prizes	<u>\$2,800.00</u>	
b. Winner-Take-All Prize	<u>\$750.00</u>	
c. Lucky Seven Prize	<u>\$100.00</u>	
d. Decision Bingo Prizes	<u>\$2,222.25</u>	
e. Total Bingo Game Prizes	<i>(Add lines 13.a. through 13.d.)</i>	<u>\$5,872.25</u>
14. Instant Bingo/Seal Cards/Instant Progressive Prizes	<i>(Form 105)</i>	<u>\$1,875.00</u>
15. Treasure Chests/Raffle Prizes	<i>(Form 104-D)</i>	<u>\$0.00</u>
16. Door Prizes		
a. Cash Prizes	<u>\$0.00</u>	
b. Coupons Redeemed	<u>\$50.00</u>	
c. Total Door Prizes	<i>(Add lines 16.a. + 16.b.)</i>	<u>\$50.00</u>
17. Total Prizes Awarded	<i>(Add lines 13.e. + 14 + 15 + 16.c.)</i>	<u>\$7,797.25</u>
18. Other Cash Disbursements:		
a. Food for Bingo Volunteers	<u>\$48.00</u>	
b. Security Personnel	<u>\$0.00</u>	
c. Total Other Cash Disbursements	<i>(Add lines 18.a. + 18.b.)</i>	<u>\$48.00</u>
19. Total Disbursements	<i>(Add line 17 + 18.c.)</i>	<u>\$7,845.25</u>

**CASH RECONCILED:**

20. Total Cash to Account For	<i>(Line 12 minus Line 19)</i>	<u>\$3,423.00</u>
21. Ending Cash on Hand (including Change Fund)		<u>\$3,400.00</u>
22. Overage or <Shortage>	Shortage if Line 20 is greater than Line 21. Overage if Line 21 is greater than Line 20.	<i>(Line 21 minus Line 20)</i> <u>-\$23.00</u>
23. Amount withheld for Change Fund		<u>\$500.00</u>
24. Deposit to Bank	<i>(Line 21 minus Line 23)</i>	<u>\$2,900.00</u>
<i>(Attach bank validated deposit slip to this form)</i>		

<b>Information Entries:</b>	Begin Balance	Additions	Payouts	Carry Over Balance
Treasure Chest	\$ _____	\$ _____	\$ _____	\$ _____
Instant Progressive	\$ _____	\$ _____	\$ _____	\$ _____
Lucky Seven				
Progressive Jackpot	<b>\$500.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$600.00</b>

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